



Information Management

**BASE AND UNIT PERSONNEL LOCATORS AND POSTAL  
DIRECTORIES**

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This instruction implements AFD 37-1, *Air Force Information Management*. It provides guidance for the base locator, unit locator, and postal

directory and describes procedures for using AF Form 624, **Base and Unit Locator and PSC Directory**. This instruction does not apply to the Air National Guard. It is also affected by the Privacy Act of 1974. The authority to collect and maintain this information is in 10 USC 8013, *Secretary of the Air Force, Powers and Duties*. System of records notice F011 AF A, "Locator, Registration and Postal Directory Files" applies.

**SUMMARY OF REVISIONS**

★ This revision changes the format of this instruction; it outlines details of responsible officials and their related responsibilities (paragraph 2); places the responsibility on unit administrators to forward signed AF Form 624 or PC-III Privacy Act Release Statement to designated base locator service provider (DBLSP) (paragraph 2); places the responsibility on the DBLSP to maintain the AF Form 624 when member consents to release (paragraph 2); and changes the Privacy Act statement on AF Form 624 (paragraph 5). A ★ indicates revisions from the previous edition.

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**Section A —Definition of Terms**

**1. Terms Explained.** The following definition of terms describes the locator process.

- 1.1. Base Personnel Locator Service. Service established to locate people.
- 1.2. Personnel Concept III. Personnel system designed to facilitate personnel actions at locations other than the MPF.
- 1.3. Personnel Data System. Computer system used to administer personnel policies and services.

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1.4. Postal Directory Service. Service established usually within a Postal Service Center to direct mail (DoD 4525.6-M, *DoD Postal Manual*, Volume II and AFMAN 37-125, *Official Mail Manual*, Chapter 6, *Processing Personal Mail*).

1.5. Unit Personnel Locator Service. Locator service established at unit level.

### **Section B —Responsibilities for Locator**

**★2. Required Coordination.** An effective and efficient locator service requires coordination from every level. Details of the responsible officials and their related responsibilities are below:

2.1. Installation Commanders:

2.1.1. Determine scope of service:

- None.
- Limited.
- Full.

2.1.2. Determines category of release:

- Official.
- Personal.
- Both.

2.1.3. Determine who provides base locator services.

2.1.4. Determine hours of availability.

2.1.5. Determine whether to include DoD civilians and contractors as part of locator process.

2.2. Unit Commander:

2.2.1. Decides whether a personnel locator function is required in their unit.

2.2.2. If locator is required, complies with responsibilities of installation commanders and designated base locator service provider (DBLSP).

2.3. Military Personnel Flight (MPF).

2.3.1. Ensures member completes AF Form 624 or Privacy Act Release Statement:

- During inprocessing.
- If there is a change to the consent to release.

2.3.2. Updates changes and forwards statements to DBLSP.

2.3.4. Notifies DBLSP of personnel who departs.

2.3.5. Prepares AF Form 624 if a member refuses to complete form.

- Include only official data.

- Write "Individual Declined to Complete."
- Check the DO NOT give consent block.
- Send the form to the DBLSP.

2.4. Unit Administrations.

2.4.1. Update changes in PC III terminals.

2.4.2. Forwards statements to DBLSP.

2.5. Designated Base Locator Service Provider (DBLSP).

2.5.1. Receives completed AF Form 624 from MPF or unit.

2.5.2. Reviews AF Form 624 against the means used to release information.

2.5.3. Keeps signed AF Form 624 or PC-III PARS for individuals authorizing release of personal information until member departs or changes consent statement.

2.5.4. Disposes of AF Form 624 or PARS in accordance with AFI 37-139, *Records Disposition Schedule*.

**NOTE:** Do not use the same AF Form 624 for both the base locator and Postal Directory records even though they are documented on the same form, the use and intent of each are completely separate from each other.

2.6. Member (includes military, civilians, and contractors).

2.6.1. Completes AF Form 624 or PARS during inprocessing or when there is a change in the consent to release code.

2.6.2. Keeps information current.

2.7. Data Processing Installation (DPI).

2.7.1. Produces locator products when requested.

**3. Releasing Information from Base and Unit Personnel Locator Files.** Refer to AFI 37-132 for release of personal information.

**4. Recording Disclosures Made Without Release Consent.** See AFI 37-132 for specifics on disclosures without the person's consent.

**★5. Preparing AF Form 624.** This form is a single-part form which has space for all information the system needs. MPF may also use PC-III PARS to document the release code (consent or nonconsent to release in the PDS). The PARS reads "I ( ) DO ( ) DO NOT give consent to release my home address, home telephone number and other personal data contained in my Locator File (AFI 37-129 and AFI 37-132)." The original AF Form 624 must be retained if the member consents to release.

WILLIAM A. DAVIDSON  
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## GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

### ***References***

10 U.S.C. 8013, *Secretary of the Air Force, Powers and Duties*  
DoD 4525.6-M/Volume II, *DoD Postal Manual*  
AFI 37-132, *Air Force Privacy Act Program*  
AFI 37-139, *Disposition of Air Force Records--Records Disposition Schedules*  
AFMAN 30-130, *Base Level Military Personnel System*  
AFPD 37-1, *Air Force Information Management*

### ***Abbreviations and Acronyms***

**AF**–Air Force  
**AFPD**–Air Force Policy Directive  
**AFSUP**–Air Force Supplement  
**CCPO**–Central Civilian Personnel Office  
**DBLSP**–Designated Base Locator Service Provider  
**DoD**–Department of Defense  
**DPI**–Data Processing Installation  
**MPF**–Military Personnel Flight  
**PARS**–Privacy Act Release Statement  
**PCS**–Permanent Change of Station  
**PC-III**–Personnel Concept-III  
**PDS**–Personnel Data System  
**PSC**–Postal Service Center  
**USAF**–United States Air Force  
**USC**–United States Code